

Arizona Department of Health Services Office for Children with Special Health Care Needs Children's Rehabilitative Services Administration	Effective Date: 03/22/2007
SUBJECT: General Administration	SECTION: GA 1.9

SUBTITLE: CRSA Corporate Compliance Program

POLICY:

It is the policy of the Children's Rehabilitative Services Administration (CRSA) to have a Corporate Compliance Program designed to guard against fraud and program abuse.

PROCEDURE:

- 1) **Corporate Compliance Program**
The Corporate Compliance Program for CRSA is provided by the Department of Health Services (DHS) maintained by the designated Corporate Compliance Officer.
- 2) **Corporate Compliance Committee**
It is mandatory that staff of CRSA participate on the DHS Corporate Compliance Committee. Participation must include, at a minimum, the Division Chief of Compliance.
- 3) **Corporate Compliance Policies and Procedures**
The CRSA complies with the DHS Corporate Compliance Program and operates under their Procedures Manual. This manual is located at <http://www.azdhs.gov/bhs/fau.pdf>.
- 4) **Reporting of Suspected Fraud and Program Abuse by CRSA staff**
Individual staff members shall have an open communication line to the DHS Compliance Officer through which they shall notify him/her no later than three (3) working days of discovery of suspected fraud and abuse. Staff members shall notify the CRSA Division of Quality Management if the case involves a potential quality of care issue.

The DHS Compliance Officer shall review the facts of the case with the staff person to determine if the situation meets the definitions of suspected fraud or program abuse, and if so, determine if Title XIX, XXI, Title V Maternal Child Health Block Grant funds, State Only, or grants are involved then proceed as follows:

- a) Report issues involving Title XIX or Title XXI funds to the Arizona Health

Care Cost Containment System (AHCCCS), Office of Program Integrity within 10 working days of the original date of discovery by the staff employee;

- b) Open an investigation on State Only funding cases and contact the State Attorney General’s Office if warranted by the facts; and
- c) Review Title V and grant funded cases with the OCSHCN Office Chief for determination of appropriate action.

Approved: _____	Date: _____
CRSA Administrator	
The Primary Position of Responsibility for this policy is the Office for Children With Special Health Care Needs. Users are encouraged to suggest improvements regarding this policy and procedure.	